St. Louis Park Public Schools

Corrective Action Plans and
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2024

A. FINANCIAL STATEMENT FINDINGS

MATERIAL WEAKNESS IN INTERNAL CONTROL OVER FINANCIAL REPORTING

2024-001 Timeliness and Accuracy of Cash Reconciliations

Finding Summary

Due to staff transition in the Independent School District No. 283, St. Louis Park, Minnesota's (the District) Business Services Department, the effectiveness of some internal control procedures, including monthly cash reconciliations, was diminished due to a lack of timeliness and accuracy.

Corrective Action Plan

Actions Planned – The District will continue to review its internal controls to ensure monthly cash reconciliations are accurately completed in a timely manner in the future and monitor the effectiveness of these controls.

Official Responsible – Patricia Magnuson, Director of Business Services.

Planned Completion Date – June 30, 2025.

Disagreement With or Explanation of Finding – The District is in agreement with this finding.

Plan to Monitor – Patricia Magnuson, Director of Business Services, will monitor the implementation of this corrective action to ensure these control procedures are completed timely and accurately, and the District controls over financial reporting are functioning appropriately in the future.

B. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None.

C. MINNESOTA LEGAL COMPLIANCE FINDINGS

2024-002 Untimely Payment of Invoices

Finding Summary

Minnesota Statutes § 471.425 requires schools to pay each vendor obligation according to the terms of each contract or within 35 days after the receipt of the goods or services or the invoice for the goods or services. If such obligations are not paid within the appropriate time period, a school must pay interest on the unpaid obligations at the rate of 1.5 percent per month or part of a month. For 6 of 40 disbursements selected for testing, the District did not pay the obligations within the required time period and did not pay interest on the unpaid obligations.

Corrective Action Plan

Actions Planned – The District will review payment procedures and will properly pay all invoices within the required 35-day time period and verify compliance with state statutes.

Official Responsible – Patricia Magnuson, Director of Business Services.

Planned Completion Date – June 30, 2025.

Disagreement With or Explanation of Finding – The District is in agreement with this finding.

Plan to Monitor – Patricia Magnuson, Director of Business Services, will review disbursement check runs to verify they are being paid within the required 35-day time period.

C. MINNESOTA LEGAL COMPLIANCE FINDINGS (CONTINUED)

2024-003 Unclaimed Property Report

Finding Summary

Minnesota Statutes § 345.41 and § 345.43 requires unclaimed property held for more than three years (or one year for unpaid compensation) to be reported and paid or delivered to the state Commissioner of Commerce each year. This requirement was not met by the District for the current audit year.

Corrective Action Plan

Actions Planned – The District will review its procedures relating to unclaimed property laws to ensure compliance in the future.

Official Responsible – Patricia Magnuson, Director of Business Services.

Planned Completion Date – June 30, 2025.

Disagreement With or Explanation of Finding – The District is in agreement with this finding.

Plan to Monitor – Patricia Magnuson, Director of Business Services, will assure appropriate internal controls and procedures are updated and in place for future compliance.

D. SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

SIGNIFICANT DEFICIENCY IN INTERNAL CONTROL OVER COMPLIANCE – U.S. DEPARTMENT OF EDUCATION, PASSED THROUGH MINNESOTA DEPARTMENT OF EDUCATION, SPECIAL EDUCATION CLUSTER (INCLUDING COVID-19 FUNDING) – FEDERAL ALN 84.027 AND 84.173

2023-004 Internal Control Over Compliance With Federal Suspension and Debarment Requirements

Corrective action has been taken.